

JOB OPPORTUNITY

Posting Date

MASSACHUSETTS TRIAL COURT

Job Description and Qualifications
for
Case Manager
Boston Municipal Court Department

All applications must be completed and received by:

POSITION SUMMARY:

Working with the Administrative Office of the Boston Municipal Court Department, this position is responsible for assisting in the training and implementation of court case management systems, gathering and analysis of statistical data, conducting research, providing technical assistance, and facilitating communication between the Boston Municipal Court, clerk-magistrate offices, and the Trial Court.

MAJOR DUTIES:

Coordinates the training and implementation of case management systems.

Maintains on-going liaison on administrative matters with justices, clerk-magistrates, chief probation officers and other court personnel.

Coordinates the quality and timeliness of civil and criminal case management systems.

Coordinates Boston Municipal Court compliance with new statutory and administrative requirements.

Assists in the implementation of new practices and procedures.

Gathers statistical and other management information.

Catalogs and facilitates the transfer of effective management techniques for use in individual courts.

Identifies management problems and develops practical solutions.

Facilitates communications and information transmittal between the Boston Municipal Court, the Administrative Office of the Trial Court and clerk-magistrate offices.

Performs related duties as required.

SUPERVISION RECEIVED:

Receives direction from and works closely with the Chief Justice and Court Administrator of the Boston Municipal Court, who issue assignments and evaluate work for professional competence and ability to accomplish objectives. Performs duties requiring considerable judgment, analysis, maturity and initiative in order to make decisions, obtain information and solve problems.

DESIRABLE KNOWLEDGE AND SKILLS:

Knowledge of automation technology and related software.

Knowledge of management and organizational research and statistical techniques.

Knowledge of systems analysis and the application of modern business techniques in the Court.

Knowledge of the Massachusetts Judicial System and applicable laws, rules and procedures relating to the Boston Municipal Court is preferred.

Knowledge of automation technology and related software.

Ability to communicate effectively both orally and to write quickly, concisely and effectively.

Good interpersonal skills, including the ability to work professionally with justices, other high-level personnel, and other individuals at all levels of the court system and ability to maintain effective working relationships.

Ability to analyze problems and develop practical solutions; to work independently, establish reasonable and practical parameters to the scope of assignments and take appropriate initiatives in order to produce complete work.

Ability and willingness to travel to courts throughout Suffolk County.

POSITION REQUIREMENTS:

Minimum requirement of a B.A. or B.S. A law degree or a graduate degree in judicial administration, criminal justice, business or public administration or equivalent experience is preferred but not required.

ENTRY LEVEL SALARY:

Senior Management Tier 1 - \$68,207.77

APPLICATION:

Send resume **and** completed Massachusetts Trial Court **Application for Employment** to:

Massachusetts Trial Court Application for Employment may be obtained at any courthouse or downloaded: www.mass.gov/courts/jobs.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER